

26 JAN 1956

MEMORANDUM FOR: Director of Training

SUBJECT: The New Fitness Report

25X1A9a 1. I have examined with great interest the excellent report by Mr. [] Chief, Management Training, prepared as a result of his experience in launching the new Fitness Report. This comprehensive document will be a valuable adjunct to the other measures that are being taken, both in the Office of Personnel and the Office of Training, to efficiently use the present report form, and to look forward to an even better one in the future. The research which the CIA Career Council authorized for the next year and which is being conducted by [] Chief, Assessment and Evaluation Staff, has the full support of the Office of Personnel.

25X1A9a 2. I would like to take this occasion to express to you my appreciation of the fine cooperation that has been given to the Office of Personnel by the Office of Training in devising and using an adequate evaluation system. I would also like to make a matter of record the professional competence and imagination with which both [] have carried out their parts of the program. With your approval, copies of this memorandum will be placed in their respective Official Personnel folders.

SIGNED

Harrison G. Reynolds
Director of Personnel

Distribution:

25X1A9a O&I - Addressee
1 - D/Pers
1 - C/PAD
1 - [] Off Pers Folder
1 - [] ff Pers Folder
1 - C/PS
2 - DD/Pers/PD

DD/Pers/PD:RB:mcc (26 Jan 56)